

6-MONTHLY RETURN BY ADMINISTRATORS OF COMCARE STUDENT CARE SUBSIDIES

Name of Student Care Centre:			
Centre's Address:		Postal Code:	
Centre supervisor's name:		Centre owner's name:	
Centre supervisor's mobile:		Centre owner's mobile:	
Centre's landline tel no.:		Centre's fax no.:	
Centre's email address(s):			
Submitted by:	Name & Designation:		
	Date of submission:		
For the period:	<input checked="" type="checkbox"/> Nov 2016 to Apr 2017 <input type="checkbox"/> May 2017 to Oct 2017		
Have student care fees increased? (pls tick):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fees (as at end of reporting period):	\$ _____ per month
Other remarks (e.g. GST inclusive, Different types of fees structure for different levels):		Holidays surcharge (pls tick and fill in \$ amount): <input type="checkbox"/> Daily \$ _____ per day <input type="checkbox"/> Weekly \$ _____ per week <input type="checkbox"/> Monthly \$ _____ per month <input type="checkbox"/> Ad hoc Excursions/Enrichment \$ _____ (for the school-holidays' duration) <input type="checkbox"/> Total holiday charge (if Excursions/Enrichment are combined with fees as a flat charge) \$ _____ (in total) <input type="checkbox"/> Others (pls indicate) _____	

Capacity, Enrolment and Staff numbers

Month		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Capacity (any point in time):													
Note: Capacity does not change unless there is increase in usable floor area.								Blank (separator)					
Enrolment													
No. of SCFA Children:	AM												
No. of SCFA Children:	PM												
No. of Non-SCFA Children:	AM												
No. of Non-SCFA Children:	PM												
% of SCFA Children based on the Total Enrolment of Centre:		%	%	%	%	%	%	%	%	%	%	%	%

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Programme Staff												
(1) Supervisor:												
(2) Teachers:												
(3) Assistant Teachers:												
Support Staff												
Month	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
(1) Administrator:												
(2) Cook/Cleaner:												
<i>Blank (separator)</i>							<i>Blank (separator)</i>					
Total Number of Staff:												
Programme Staff : Child Ratio												

Enrolment breakdown by age, for October 2017

Enrolment breakdown			
Level	/	Month	
		Apr	Oct
Primary 1			
Primary 2			
Primary 3			
Primary 4			
Primary 5			
Primary 6			
Secondary 1			
Secondary 2			
Total:			

Waitlist breakdown by age, for October 2017

Level	/	Month	
		Apr	Oct
Primary 1			
Primary 2			
Primary 3			
Primary 4			
Primary 5			
Primary 6			
Secondary 1			
Secondary 2			
Total:			

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Notes

1. As an administrator of ComCare Student Care Subsidies (SCFA), your centre is required to provide the following twice a year for two reporting period of November - April and May - October:
 - (a) updates on your centre's monthly capacity,
 - (b) overall student care enrolment,
 - (c) number of children receiving ComCare Student Care Subsidies at your centre, and
 - (d) other required information such as centre's email address, supervisor's and owner's name and mobile number.
2. For the purpose of reporting the number of SCFA children, please only report approved SCFA subsidy cases. Pending cases should be reported as Non-SCFA children, as their subsidy application status is not known.
3. You may wish to refer to the following to compute (a) Capacity; (b) % of SCFA Children based on the Total Enrolment of the Centre; and (c) Programme Staff : Child Ratio -:
 - (a) Capacity. The 'Capacity' of the centre is calculated using this formula: *Centre's usable floor area (in meters square m²) divided by 3*. For example, a centre with a usable floor area of 90 m² will have a maximum enrolment capacity of 30 students at any point in time. Please note that usable floor area includes only the activity area for students and does not include ancillary areas such as kitchen, store, toilets and staff office/sick bay.
 - (b) % of SCFA children based on the total enrolment of centre. To obtain the '% of SCFA children based on the total enrolment of centre', please use the total figure of both AM+PM 'No. of SCFA children' and divide this number by the total enrolment (AM+PM) of the centre. Proceed to multiply the result by 100 to obtain the % figure.
 - (c) Programme Staff : Child Ratio. The 'Programme Staff : Child Ratio' takes into account the total number of Programme Staff (Supervisor, Teachers, Assistant Teachers) versus the number of Children (Students) in one particular session (either AM or PM session). For example, if the centre has 1 for each category, there are a total of 3 Programme Staff. Assuming the centre has 30 students in the morning (AM) session and 27 students in the afternoon (PM) session. The Staff : Child ratios are expressed as 3 : 30 (AM) and 3 : 27 (PM) respectively. Please reduce the fraction accordingly, resulting in 1 : 10 (AM) and 1 : 9 (PM). The ratio to report is the higher figure, in this case, the AM session of 1 : 10 should be reported. For a reporting period spanning 6 months, the highest figure for a particular month should be reported. Please note that the Programme Staff : Child ratio stipulated in the minimum requirements for SCFA administrator is 1 : 25.

Deadline for submission of form

The completed form should be submitted to MSF Student Care Team (SDCD) **by 17 November 2017**.

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Submission of form

Please fill in the information directly into the attached MS Word file. Thereafter, email the MS Word file as an attachment to the relevant Student Care Officer (SCO) assigned to your postal code. The postal code area is the first 2 digits of your centre's postal code. For example, for a postal code of 093625, the postal code area is 09.

Student Care Officer (SCO) / Contacts	Postal Codes Starting with
Jason Soon Boon Kiat Tel: 6354 8768 Email: jason_soon@msf.gov.sg	<ul style="list-style-type: none">• 01 to 10• 14 to 18• 23 to 25
Ms Suqin Liu Tel: 6354 8218 Email: liu_suqin@msf.gov.sg	<ul style="list-style-type: none">• 11 to 13• 26 to 27• 54• 56 to 67• 69 to 70• 77 to 78
Muhamad Helmy Bin Abdul Ghani Tel: 6354 6988 Email: muhamad_helmy_abdul_ghani@msf.gov.sg	<ul style="list-style-type: none">• 19 to 22• 28 to 53• 55• 81
Ms Skye Low Tel: 6354 8771 Email: skye_low@msf.gov.sg	<ul style="list-style-type: none">• 68• 71 to 76• 79 to 80• 82 to 83

Note: Please include the following officer in Carbon Copy (CC)

Ms. Evelyn Pang Email: evelyn_pang@msf.gov.sg	<ul style="list-style-type: none">• All postal codes
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